

**Village of Indian Head Park  
201 Acacia Drive  
Indian Head Park, IL 60525  
MEETING MINUTES  
BOARD OF TRUSTEES**

*“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of votes taken.”*

**Thursday May 14, 2015**

7:30 p.m.

**CALL TO ORDER – MAYOR RICH ANDREWS**

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, May 14, 2015 at the Municipal Facility, 201 Acacia Drive, and was convened at 7:30 p.m. by Mayor Richard Andrews.

Mayor Andrews stated for the record that Board meetings are being videotaped and audio recorded by the Village, and may be video or audio recorded by others also present. Recording Secretary Mary Crowley called the roll as follows:

**ROLL CALL: JOSEPH CONSOLO, VILLAGE CLERK**

**PRESENT (AND CONSTITUTING A QUORUM):**

Mayor Rich Andrews  
Trustee Brian T. Bailey  
Trustee Tom Hinshaw  
Trustee Brenda O’Laughlin  
Trustee Norman L. Schnauffer  
Trustee Amy Jo Wittenberg

**ABSENT:**

Trustee Matt Walsh

**ALSO PRESENT:**

Steve Busa, Treasurer  
Counsel, Storino, Ramello & Durkin

Edward Santen, Water/Public Works Superintendent  
David Brink, Administrative Services

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

Mayor Andrews and the Board of Trustees led the audience in reciting the Pledge of Allegiance to the Flag: *"I Pledge Allegiance to the Flag of the United States of America and to the republic for which it stands one nation under God indivisible with liberty and justice for all"*.

## **MAYOR'S REPORT – Mayor Rich Andrews**

Village Manager and Police Chief, John Brooks submitted his resignation for Wednesday, May 13, 2015. Mayor Andrews noted his accomplishments as Chief Administrator.

The Public Works Department is currently working with Intren, Inc. to replace cables in town and the Police Department is updating their police eligibility list.

## **APPROVAL OF FINANCIAL REPORT:**

***Financial Report for the month ending March 31, 2015.***

Treasurer Steve Busa presented the Financial Report for the month ending April 30, 2015. The revenues were \$490,587.52, expenditures \$468,307.02, and at the end of April, all the Village funds totaled \$1,366,873.60.

There being no questions pertaining to the Financial Report, Trustee Schnaufer moved, seconded by Trustee Bailey, to approve the Financial Report for the month ending April 30, 2015, as presented by Treasurer Busa. Motion carried by voice vote (6-0-0).

## **APPROVAL OF BOARD MEETING MINUTES:**

*Amendment of the March 12, 2015 Board meeting minutes.*

*The approval of the April 9, 2015 Board meeting minutes.*

Mayor Andrews stated the March 12, 2015 meeting minutes were approved at the April 9, 2015 Board meeting, however needs to be reapproved because there was an executive session, followed by another open session, that was not included in the minutes. Mayor Andrews asked if there were any additions or corrections to page 8 where the Board re-entered an open session.

There being no further corrections or additions, Trustee Hinshaw moved, seconded by Trustee Wittenberg, to approve the March 12, 2015 Amended Village Board Meeting Minutes as amended, Motion carried by a voice vote (6-0-0).

Mayor Andrews then asked if there were any corrections or additions to The Minutes of The Village Board of Trustees Meeting on April 9, 2015. There being no further corrections or

additions, Trustee Schnauffer moved, seconded by Trustee O’Laughlin, to approve the April 9, 2015 Village Board Meeting Minutes as amended, Motion carried by a voice vote (6-0-0).

**PRESENTATION TO OUTGOING ELECTED VILLAGE OFFICIALS (MAYOR ANDREW):**

Mayor Andrews thanked the residents for all their support and extended his gratitude to the past elected officials, newly elected Mayor, Board, and Volunteers on Committees. He thanked Counsel and commended the Administrative Office for all of their hard work. Mayor Andrews also thanked Christopher Burke Engineering and Engineers Kelly Knowles and Dave Vandervelde.

Mayor Andrews handed out plaques to all the outgoing Village Trustees and Village Clerk. The Trustees personally thanked the Village for the opportunity and support. Trustee Norm Schnauffer presented Mayor Andrews with a plaque for his service to the Village.

Mayor Andrews also noted Village stickers went on sale May 11<sup>th</sup> and will be enforced as of July 14<sup>th</sup>.

**ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED OFFICIALS BY THE HONORABLE JUDGE MARGARET BRENNAN:**

Judge Margaret Brennan swore in to office Mayor Tom Hinshaw, Clerk Laurie Scheer, Trustee Glenn Mann, Trustee Rita Farrell Mayer, and Trustee Christian Metz; all members took an Oath of Office and were sworn in as Indian Head Park Elected Officials.

At this time President Tom Hinshaw continued with the May 14, 2015 Board Meeting.

**CONSENT AGENDA (DISCUSSION AND A POSSIBLE VOTE MAY TAKE PLACE)**

- 1) Approval of a Resolution Approving the Bonds of the Village President and Village Clerk of the Village of Indian Head Park, Illinois (Resolution # R5-15-1)*
- 2) A Resolution Designating Authorized Signatories for the Banking and Financial Accounts of the Village of Indian Head Park, Illinois; (Resolution # R5-15-2)*

Trustee Glenn Mann moved seconded by Trustee Rita Farrell Mayer, to approve the Consent Agenda. Motion carried by voice vote (6-0-0).

**QUESTIONS AND OR COMMENTS FROM THE AUDIENCE-AGENDA ITEMS ONLY:**

There were no questions or comments at this time.

**AGENDA ITEMS (DISCUSSIONS AND A POSSIBLE VOTE MAY TAKE PLACE)**

**1) Trustee Assignments**

Amy Jo Wittenberg will represent the Police and 911 Commission and a new group, Economic Development. She will also be back up for the Planning and Zoning commission. Brenda O’Laughlin will represent Parks and Recreation. She will also be back up for the Police and 911 Commission. Rita Farrell Mayer will represent the Planning and Zoning Commission and a new group, Communications. Chris Metz will represent the Finance Committee. He will also be back up for Economic Development Committee. Glenn Mann will represent the Public Works Department, which includes: utilities, water, buildings and all things public works. There is one vacancy on the Board; this Trustee will be assigned a department or committee when he or she is elected.

**2) Open Trustee Positions**

Mayor Tom Hinshaw stated Trustee applications were available at the Board meeting and could also be found on the Village website. Anyone interested in serving a two-year term as trustee, should turn this form in before June 2<sup>nd</sup>.

**3) A Resolution Appointing an Interim Village Administrator/Interim Chief of Police and to Approve and Authorize the Execution of an Employment Agreement for the Village of Indian Head Park, Illinois Subject to Completion, Modification and Approval of Said Agreement by Village Attorney to Designate Art Osten as Interim Village Administrator (Village President Hinshaw) (Resolution #R5-15-3)**

Mayor Hinshaw pointed out that the agenda states this resolution includes appointing an Interim Chief of Police, however, the Chief of Police will remain current acting Chief Curt Novak. The Resolution will pertain to an Interim Village Administrator, Art Osten, only. If Resolution passes, Art will serve as Interim Village Manager until the Village finds a permanent replacement. He will assist in creating a job description and interviewing candidates for the job of Village Administrator.

Trustee Wittenberg moved, seconded by Trustee Metz for an approval of Resolution No. R5-15-3, Resolution Appointing an Interim Village Administrator and to Approve and Authorize the Execution of an Employment Agreement for the Village of Indian Head Park, Illinois, Subject to Completion Modification and Approval of said Agreement by Village Attorney to Designate Art

Osten as Interim Village Administrator (Resolution #R5-15-3) Motion approved by voice vote (6-0-0)

- 4) **An Ordinance Amending the Provisions of Title 5 (Business, Licenses and Regulations); Chapter 5.24 (Video Gaming); Subchapter 5.24.220 (Number of Licenses) of the Code of Indian Head Park to increase the Maximum Number of Video Gaming Location Licenses and the Maximum Number of Video Gaming Terminal Licenses (Ordinance 2015-5)**

Bonny's Bistro, a new establishment to Indian Head Park, has applied and received their state gaming license; Ordinance 2015-5 would increase the Village's gaming licenses from five to 10 licenses to include Wolf's Head Inn and Bonny's Bistro. Dan McGary, one of the owners of Bonny's Bistro intervened and asked if there is anything else he needs to provide to the Village and if they can open on Friday, May 15<sup>th</sup>.

Trustee Rita Farrell Mayer moved, seconded by Trustee O'Laughlin for an approval of Ordinance 2015-5, Ordinance Amending the Provisions of Title 5; Chapter 5.24, Subchapter 5.24.220 of the Code of Indian Head Park to Increase the Maximum Number of Video Gaming Location Licenses and the Maximum Number of Video Gaming Terminal Licenses. Ordinance approved by voice vote (6-0-0)

- 5) **Approval of Resolution Awarding a Contract and Authorizing the Issuance of a Notice of Award for the Debt Collection Services Agreement for the Village of Indian Head Park, Illinois (Resolution R5-15-4)**

Previous Village Manager John Brooks found an excess of \$100,000 of delinquent fines from water billing, alarm bills, and parking tickets. Through John Brooks' research, using a debt collection service would be one way to retrieve these funds back to the Village. 80% of the debt would be to the Village and 20% to the firm. The delay at getting this awarded is that most firms only accept cases with \$250,000 or more of debt. Harvard Collection would be a firm to work with the Village if the resolution is passed.

Trustee Amy Wittenberg asked what the Village has done to try and collect these debts without a third party. Recording Secretary Mary Crowley explained water billing does not have much debt, while parking tickets are more difficult to collect. Trustee Wittenberg suggested the Village attempt collecting these funds first before passing it to collection services.

Trustee Wittenberg moved, seconded by Trustee O'Laughlin for an approval of Resolution R5-15-4, Awarding a Contract and Authorizing the Issuance of a Notice of Award for the Debt Collection Services Agreement for the Village of Indian Head Park, Illinois. Resolution approved by voice vote (6-0-0)

- 6) **Approval of Resolution Awarding a Contract and Authorizing the Issuance of a Notice of Award for the Update of the Codification of the Municipal Code for the Village of Indian Head Park, Illinois (Resolution #R5-15-5)**

President Hinshaw explained this Resolution stands to update our Municipal Code and make it accessible online. Previous Manager, John Brooks, sent out a Request for Proposal to numerous firms; due to lack of conformity to the Illinois Procurement Law per legal guidance from Counsel, many bids were not considered. Glenn Mann inquired about pricing; for five years, including yearly maintenance, Municipal Code Corporation is \$16,660, American Legal Corporation \$18,950, and General Code \$30,075. The Resolution is for Municipal Code Corporation.

Trustee Mann moved, seconded by Trustee O’Laughlin for an Approval of Resolution Awarding a Contract and Authorizing the Issuance of a Notice of Award for the Update of the Codification of the Municipal Code for the Village of Indian Head Park, Illinois, Subject to the Resolution Being Amended to Strike American Legal Publishing Corporation and General Code, LLC from Each and Every Page as They Appear in Said Resolution (Resolution #R5-15-5). Resolution approved by voice vote (6-0-0)

**7) Village of Indian Head Park Fiscal Year 2015-16 Budget**

David Brink, Trustee O’Laughlin, former Trustee Norm Schnauffer, and former Manager John Brooks met and made some changes to Draft 1 to Draft 2 of the fiscal year 2015-16 Budget. David Brink presented these changes and provided a brief description of departments and funds; overall as the budget currently stands there is a deficit of \$90,371.00. There will be changes/additions from the Village auditors therefore the draft for the June meeting will have different figures. Trustee Wittenberg expressed concerns about overtime in the budget and limiting the amount of overtime used. Trustee Metz and Superintendent Santen ensued a discussion about funds used under the Road Bond and the General Fund for Public Works services.

**8) A Resolution Awarding a Purchase Order and Authorizing the Issuance of a Notice of Award for a 2016 International 7400 SBA 4x2 Chassis and Dump Body with Snow Plow and Salt Spreader Attachments for the Village of Indian Head Park, Illinois (Resolution # R5-15-6)**

Trustee Glenn Man sent out a five-page memorandum regarding the truck, cost, labor and employee cost, and the possibility of using a contractor. Trustee Mann expressed delaying the purchase of this truck could cost the Village more in expenses. Superintendent Ed Santen provided the status of current Public Works trucks, cost of repairs and trucks, and the advantages to the Department and the Village to purchase the new truck in said Resolution. Discussion ensued regarding the delay for the truck purchase granted by the Board the previous year. Trustee Wittenberg concluded Asset Management is crucial moving forward.

Trustee Mann moved, seconded by Trustee Farrell Mayer for an Approval of Resolution Awarding a Purchase Order and Authorizing the Issuance of a Notice of Award for a 2016 International 7400 SBA 4x2 Chassis and Dump Body with Snow Plow and Salt Spreader Attachments for the Village of Indian Head Park, Illinois (Resolution #R5-15-5). Resolution approved by voice vote (6-0-0)

**QUESTIONS AND OR COMMENTS FROM THE AUDIENCE:**

Mohsen Javadi of 6533 Blackhawk Trail, expressed his frustrations on waiting for an ordinance to be created to approve his request to subdivide his property. Mr. Javadi also provided a summary on his process for the last nine months.

Kenneth Miller of 237 Cascade Drive, asked the Board to contact ComEd's contractors whom are working on underground cables in the Village, and request they complete the project quickly and improve the landscape in sections instead of waiting to do it all at one time. Public Work's Superintendent Ed Santen stated he would contact ComEd to inquire.

**ADJOURNMENT:**

There being no further discussion, Trustee Metz moved, seconded by Trustee O'Laughlin, to adjourn the Village Board of Trustees meeting at 9:40 p.m. Motion carried by voice vote. (6-0-0).

**Submitted by,**

Erica Stewart, Recording Secretary